

# FOOTHILL TRANSIT

## MINUTES

The special meeting of the Foothill Transit Executive Board was held Friday, February 19, 2009, at the Foothill Transit Board Room, 100 South Vincent Avenue, 2<sup>nd</sup> Floor, West Covina.

President Delach called the meeting to order at 9:17 a.m. The following members were present, constituting a quorum of the Executive Board:

Peggy Delach, President  
Michael De La Torre, Vice President  
Roger Chandler  
Paula Lantz  
Lola Storing

Staff and guests present:

Doran Barnes, Executive Director  
Kevin McDonald, Deputy Executive Director  
Darold Pieper, General Counsel  
Ed Gill, Legal Counsel  
Lee Millen, Deputy Secretary  
Gary Nehls, Director of Procurement  
Wayne Fritz, General Manager  
Peter Greenberg, General Manager  
Vanessa Rachal, Department of Public Works

### **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JANUARY 30, 2009**

The minutes for the regular meeting of January 30, 2009, were approved.

Motion: Vice Chair De La Torre, seconded by Member Chandler  
Vote: Unanimously carried

### **PRESENTATIONS:**

#### **Contractors' Employee Recognition**

Wayne Fritz, General Manager, introduced and recognized the Arcadia location MV Transportation Operator of the Month, Edward Perez, Operator of the Month. Mr. Fritz introduced and recognized the Arcadia location MV Transportation Employee of the Month, Aida Millan, who had previously received this recognition.

Peter Greenberg, General Manager, introduced and recognized the Pomona location First Transit Employee Operator of the Month, Christopher Crump. Ms. Crump has a B.A. in Fine Arts, and is working on an MBA at the University of La Verne.

The Executive Board commended the awardees.

**PUBLIC COMMENT**

There was none.

**CONSENT CALENDAR:**

The Executive Board adopted Consent Calendar items 6 through 20.

Motion: Member Storing, seconded by Vice Chair De La Torre

Vote: Unanimously carried

**REGULAR AGENDA:**

**PROPOSED FY 2010 BUSINESS PLAN INITIATIVES**

Kevin McDonald, Deputy Executive Director, reported that each year Foothill Transit evaluates possible initiatives that will direct the agency's activities and focus for the coming fiscal year. Mr. McDonald summarized nine key projects for the upcoming year that are recommended for inclusion in the Business Plan (copy on file). These are proposed agency-wide initiatives. Individual department goals will be detailed in their respective sections within the preliminary FY 2010 Business Plan.

Pending approval by the Foothill Transit Executive Board, these proposed initiatives will serve as the foundation for agency planning prioritization in 2010 and will be included in the preliminary draft of the FY 2010 Business Plan for review by the Administrative Advisory Committee.

The Executive Board approved the proposed FY 2010 Business Plan Initiatives.

Motion: Member Lantz, seconded by Member Storing

Vote: Unanimously carried

**CONTRACT AWARD – A&E CONSULTING SERVICES**

Ed Gill, Legal Counsel, reported that at the December 12, 2008 board meeting, the Executive Board authorized the Executive Director to issue a Request for Proposals (RFP) for architectural and engineering (A&E) services for Phase III of the West Covina Park and Ride project. On December 12, 2008, a RFP No. 09-009 was issued for A&E services.

Following the RFP process and evaluation, negotiations began with the highest rated proposer Parkitects/Owen. Following negotiations that ended in an impasse this morning, staff will meet quickly with the second highest rated proposer for A&E services. Staff will report back to the Board on this process.

**MANAGEMENT SERVICE CONTRACT – FAREBOX INSTALLATIONS**

Darold Pieper, General Counsel, reported that Foothill Transit's implementation of new

farebox technology is scheduled to take place in May 2009. The manufacturer of the equipment will have technicians onsite throughout the day, including evenings and weekends for a period of three to four weeks to complete the installation of the new equipment. To ensure proper installation and testing of the newly installed equipment, it has been proposed that Veolia personnel be onsite around the clock to test each farebox for proper functioning prior to authorizing the return of the vehicle to revenue.

Veolia projects that this effort will require a total of 360 hours of staff time at a total cost of \$38,700, and has requested the Executive Board's consideration of a one-time payment to cover the cost of staffing this additional effort. These costs are eligible to be charged against the farebox equipment capital project budget.

The Executive Board authorized a one-time payment to Veolia Transportation in the amount of \$38,700 for their services in the supervision of the installation of new farebox equipment.

Motion: Member Chandler, seconded by Vice Chair De La Torre  
Vote: Unanimously carried

#### **MANAGEMENT SERVICE CONTRACT – SUPPLEMENTAL STAFFING**

Darold Pieper reported that the Governing Board approved adjustments to the FY 2009 Business Plan to program an anticipated \$25.3 million in federal economic recovery funds into the organization's capital improvement program. In addition to this and to the organization's annual formula-allocated capital improvement funds, another \$9.6 million in federal capital funding has been made available to Foothill Transit with the assistance of the Gold Line Construction Authority. The Los Angeles County FastLanes project includes another \$8.5 million in capital funding to Foothill Transit for bus purchases.

A condition for receipt of the federal economic recovery funds is that at least 50 percent of these funds be obligated/spent within 90 days. To accomplish this, Foothill Transit's contract management team must prepare specifications and issue procurements on an extremely accelerated schedule and must manage those projects simultaneously through their completion.

These projects will require a significant amount of staff work over the next 24 months. Veolia proposes the addition of an Operations Analyst, Construction Project Manager, and a Senior Accountant/Grants Coordinator on a temporary basis to ensure the successful delivery of these projects.

Veolia has proposed adding these three positions effective March 1, 2009 for a total annual increase in compensation of \$396,300, subject to the annual increases included in the existing management agreement.

Addition of these positions will result in an increase of \$386,300 to Foothill Transit's annual budget. Staff hours dedicated to implementation of the related capital projects would be charged to the capital grant rather than against Foothill Transit's operating budget.

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The Executive Board authorized the Executive Director to add three staff positions to Foothill Transit's contract with Veolia Transportation to assist with the implementation of the organization's modified capital improvement program.

Motion: Vice Chair De La Torre, seconded by Member Storing  
Vote: Unanimously carried

**NON-EXERCISE OF OPTION – SILVER STREAK WI-FI**

Gary Nehls, Director of Procurement, reported that on February 14, 2007, Foothill Transit entered into a contract with Parvus Corporation to install, operate and maintain a Wireless Internet Service (Wi-Fi) to be operated on 30 buses operating on Foothill Transit's Silver Streak service. The contract terms also extended warranty, and monthly airtime charges.

The first option was exercised on March 18, 2009 in the amount of \$72,056.00. The second option is due to be exercised on March 19, 2009 in the amount of \$77,152.00.

Data shows 19,171 logons were generated over 617 days of service or an average of 31 logons per day. All thirty Silver Streak buses have Wi-Fi capability which equates to an average of one logon per day per bus.

Following discussion, the Executive Board authorized the Executive Director to not exercise the second option year of Contract 07-028 with Parvus Corporation for the Silver Streak Wi-Fi System and cancel the Silver Streak Wi-Fi program due to low usage.

Motion: Member Chandler, seconded by Member Storing  
Vote: Unanimously carried

**EXECUTIVE DIRECTOR COMMENT**

Doran Barnes reported the following:

- Gold Line is working with the Federal Transit Administration to advance the project. He and David Reyno traveled to Washington, D.C., and met with Congressman David Dreier and staff, and offered assistance with the Gold Line funding.
- The Chair might be asked to call a special meeting for the West Covina Park and Ride project. Staff will ask the West Covina Planning Commission on March 24, 2009 to extend a 30-day continuance for the project.
- Judy Chu, State Board of Equalization, may attend the Annual Bus Rodeo at the Irwindale-Arcadia facility on Saturday, February 21, 2009.

Ed Gill, Legal Counsel, added that Doran Barnes testified at a State hearing in favor on the Volumetric Excise Tax Credit and how it has assisted Foothill Transit. His very articulate presentation was featured in an issue of the Daily Tax Report.

**BOARD MEMBER COMMENT**

Vice Chair De La Torre acknowledged Linda Somilleda, Director of Marketing and Communications, who recently was awarded special recognition from Rio Hondo. President Delach congratulated her on behalf of the Board.

Member Chandler reported that the new State budget eliminates the 12 cents per gallon gas tax. He inquired regarding a proposed federal excise tax of 0.25-0.40 cents per gallon of gas. Mr. Barnes noted that Congress will discuss it later this year. It is an enormous package of policies and programs that will affect school bus and transit programs. Mr. Gill advised that the current 0.18 cents tax is not sufficient to fund freeway maintenance, and the proposed federal excise tax taking effect is doubtful.

**ADJOURNMENT**

There being no further business, the Executive Board adjourned at 9:50 a.m.